



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO

OPNAVINST 5450.201
Op-09B24

11 JAN 1978

OPNAV INSTRUCTION 5450.201

From: Chief of Naval Operations

Subj: Mission and functions of the OPNAV Support Activity
(OPNAVSUPPACT); promulgation of

Ref: (a) OPNAVNOTE 5450 of 26 Oct 1977 (cancelled)

Encl: (1) Mission and Functions of the OPNAVSUPPACT

1. Purpose. To promulgate the mission and functions of the OPNAV Support Activity.

2. Discussion

a. The OPNAV Support Activity was established by reference (a).

3. Command Relationship. The Chief of Naval Operations commands and provides primary support for the OPNAV Support Activity. Responsibility for area coordination has been assigned to the Commandant, Naval District, Washington, DC.

4. Action. Mission and functions of the OPNAV Support Activity are set forth in enclosure (1).

J.T. Caughlin

Assistant Vice Chief of Naval Operations
Director of Naval Administration

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Distribution (continued):
All Divisions of OPNAV
OPNAVSUPPACT

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5801 Tabor Avenue
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MISSION AND FUNCTIONS OF THE
OPNAV SUPPORT ACTIVITY

Mission: To provide specified administrative, technical, and office services support to the Office of the Chief of Naval Operations; to provide support in implementing Navy-wide administrative management programs; and to perform studies and such other functions and tasks as directed by the Chief of Naval Operations.

Functions:

1. Provides administrative and logistic support services to OPNAV/OPNAVSUPPACT, including:
 - a. military and civilian personnel
 - b. office services and procurement
 - c. correspondence, files and paperwork management
 - d. financial and manpower management
 - e. travel
 - f. physical security
 - g. miscellaneous administrative services
2. Provides staff support for performance of administrative and organizational management program responsibilities assigned to the Assistant Vice Chief of Naval Operations/Director of Naval Administration (Op-09B).
3. Performs studies and analyses as assigned in support of the Director, Systems Analysis Division (Op-96).
4. Provides operational data and staff assistance on aeronautical matters in support of the Deputy Chief of Naval Operations (Air Warfare) (Op-05).

Enclosure (1)

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5. Performs such other tasks and functions as may be assigned by the Chief of Naval Operations.

Enclosure (1)